



CHITKARA
INTERNATIONAL
SCHOOL

Panchkula

PROCEDURAL HANDBOOK 2024-25

TABLE OF CONTENTS

S. No.	Contents	Page No.
1.	Welcome and Introduction	1
2.	School Accreditation & Affiliation	1
3.	School Associations and Collaborations	1
4.	School Vision & Mission	3
	4.1 School Vision	
	4.2 School Mission	
5.	School Timings	4
	5.1 Break-Free Days	
	5.2 Visiting Hours	
6.	Division of Sections from Kindergarten to Grade 10	5
7.	School Uniform, Books and Stationery	5
	7.1 Class Wise Categorisation of Uniform	
	7.2 Availability of School Uniform and Stationery	
8.	Home-School Communication & Information Management System	7
	8.1 SchoolPad	
	8.2 School Reception	
9.	Health, Safety & Security	7
	9.1 VMS (Visitor Management System)	
	9.2 First Aid at School	
	9.3 Student Insurance	
	9.4 School Identity Cards, Gate Pass and Bus Pass	
	9.4.1 School Identity Cards	
	9.4.2 Gate Pass	
	9.4.2 (a) Guidelines for Parents who will Pick/Drop the Child on their Own	
	9.4.3 Biometrics	
	9.4.4 Bus Pass	
10	School Transportation	10
	10.1 General	
	10.2 Provision of CCTV cameras and female attendants in school buses	
11.	School Rules and Regulations	10
	11.1 General Rules	
	11.2 Ragging	
	11.3 Dress Code	
	11.4 Attendance/Leave	
	11.5 Information Technology and Internet Policy	
	11.6 Mobile Phones and Other Gadgets Banned	
	11.7 Library “The Knowledge Nook” Rules	

11.7.1	Issuance and Circulation of Books	
11.7.2	Overdue Policy	
11.7.3	Return Policy	
11.7.4	Loss or Damage	
11.7.5	Re-issue of Books	
11.7.6	Membership Fees	
11.8	Educational and Industrial Visits	
11.9	Birthday Celebrations	
12.	Locker Facility	14
13.	Procedure for Lost and Found Articles and Items in the School	14
13.1	Key Points	
13.2	Procedure for Unclaimed Articles	
14.	Curriculum Overview	15
14.1	Curriculum Framework	
14.2	Homework	
15.	Reporting and Assessment	16
15.1	Conduct of Exams & Rules	
15.2	Feedback	
15.2.1	Kindergarten Meetings	
15.2.2	Parent-Teacher Meeting	
15.2.3	SPOC Sessions	
15.3	Daily Academic Track	
15.4	Assessment	
16.	Co-curricular at School	17
16.1	Co-Curricular framework	
16.1.1	Activity Clubs	
16.1.2	Co-curricular Squads	
16.1.3	Wednesday Clubs	
16.2	School Cabinet	
17.	School's International Connect	19
18.	Events at Chitkara International School	21
19.	Student Achievements on Social Media	21
20.	Fee Cycle and Procedure	21
21	Withdrawal Process	23
22.	Chitkara International School's Alumni Network (CISAN)	23
23.	Stay Connected	24
24.	Attachment and Annexures	24
25.	Epilogue	24
	Annexure 1 – Withdrawal Form	25
	Annexure 2 – No Dues Form and Undertaking	26
	Annexure 3 – Consent Form for Competitions & Events	28

1. WELCOME AND INTRODUCTION

We extend a very cordial welcome you to the promising world of Chitkara International School (CIS). An impartor of excellent education, CIS has its two iconic campuses, one in Chandigarh and other situated in Panchkula. This procedural handbook is intended to give a summary of the procedures and operations of CIS which govern the day-to-day running of the school (Panchkula Campus) together with an indication for future directions. Thus, it is important for you, as a parent to study this handbook carefully, so as to gain a clear understanding of the school's systems and practices.

2. SCHOOL ACCREDITATION & AFFILIATION



The school is affiliated with Central Board of Secondary Education (CBSE), New Delhi till grade/class 10. The CBSE Affiliation No. is CBSE/532068/SL-00136-2324/2023-24.



Chitkara International School (Panchkula) is recognised by the Education Department, Panchkula, Haryana and follows the curriculum laid down by Central Board of Secondary Education (CBSE), New Delhi.



The school has been awarded the prestigious "IGBC Platinum Ranking" by the Indian Green Building Council (IGBC) for following an exemplary protocol that entails the strict observance of various green practices.

3. SCHOOL ASSOCIATIONS AND COLLABORATIONS

Chitkara International School actively fosters partnerships and collaborations with various educational institutions and organizations to enrich the learning experience of its students. Through school associations and collaborations, CIS creates opportunities for students to engage in interdisciplinary projects, cultural exchanges, and extracurricular activities.

The school has signed MoUs with the following organisations to provide the best of learning opportunities to its students:



Canva

In collaboration with CANVA Application CIS aims to provide an engaging platform of creativity to the avid Chitkarians. Canva is an online design tool that enables users to produce media such as posters, slideshows, photos, event flyers, resumes, cards, certifications, and info- graphics with a professional appearance. Through this association, students can make use of Canva for free, to demonstrate their knowledge in unique ways.



The Climate Reality Project

The sustainable use of resources is the need of the hour and reaching climate targets depends on a number of different approaches and solutions with everyone working together. In light of the aforementioned and to contribute towards sustainability, Chitkara International Schools signed the MoU with the Climate Reality Project, New Delhi to reflect its commitment towards the cause of climate protection.



Cinevidya

Chitkara International School has proudly associated itself with Cinevidya, the groundbreaking social enterprise created by Mr Amitabha Singh to nurture and encourage the creativity of young filmmakers across the tricity region. Through this partnership, the school aims to play a pivotal role in inspiring and shaping the next generation of filmmakers. With this collaboration, Chitkara International School has conducted various workshops and festivals under the event "CineMaestro", allowing students of tricity to receive hands-on training and practical experience of the art of filmmaking.



UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development

Chitkara International Schools signed a Memorandum of Understanding (MoU) with the UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development. The signing of this promising MoU is a significant step towards the achievement of the Sustainable Development Goals (SDGs) of the United Nations General Assembly. This partnership also aims to promote a culture of sustainability and raise awareness about the SDGs among students and school stakeholders, ensuring a sustainable future for mankind and the planet.



Co-funded by the
Erasmus+ Programme
of the European Union

Edureform

CIS is one of the consortium members of Edureform Project, co-funded by the Erasmus+ Programme of the European Union which successfully prepares the teachers and learners for Industry 4.0. EDUREFORM curricula empower future and in-service secondary school teachers to train students' critical, analytical, and creative skills. As labour market demand is shifting from 'problem solving' to 'problem analysis' competencies, these soft skills are considered crucial to perform tasks not achievable by artificial intelligence. EDUREFORM Curricula's objective is to create a national best practice to support Indian national authorities in successfully coping with societal challenges directly related to the Fourth Industrial Revolution.

4. SCHOOL VISION & MISSION

4.1 School Vision

The school's vision is to provide a learning environment that encourages children to bring out the best in themselves and support their all-round development by awakening and illuminating their intellect in multi-dimensional ways.

We earnestly abide by our motto –

**“We will take a hand,
open a mind,
touch a heart and
shape the future”.**

4.2 School Mission

We, at Chitkara International School, aim to provide quality skill-based education to our learners that is strongly backed by innovative assessment frameworks, ingenious infrastructure, promising learning and growth opportunities, effective online communication system, hygienic learning environment, and strong university, industry and global connect, thereby ensuring the inculcation of core employability and life skills in all students, and easy connect and communication among all stakeholders of the school by 2027. We wish to equip each member of the faculty and staff with the knowledge of the latest reforms and advancements in the fields of education and research, for the eventual and ultimate benefit of our learners.

5. SCHOOL TIMINGS

The academic session at CIS begins in the month of April. The school follows different timings during winters and summers.

Grade/Class	Summer	Winter
Nursery to Senior K.G. <i>(Monday to Friday)</i>	9:15 a.m. to 1:00 p.m.	9:25 a.m. to 1:10 p.m.
Grade 1 to 10 <i>(Monday to Friday)</i>	8:00 a.m. to 2:30 p.m.	8:10 a.m. to 2:40 p.m.
Grade 1 to 10 <i>(On working Saturdays)</i>	8:00 a.m. to 12:00 noon	8:10 a.m. to 12:10 p.m.

Note: *The school remains closed on the second Saturday of every month.*

5.1 Visiting Hours

Particulars	Days	Timings
For Appointments (Emergencies or Urgent Work)	Monday to Friday	10:00 a.m. to 11:00 a.m.
	On working Saturdays	9:00 a.m. to 12:00 noon
To issue temporary Gate Pass	Monday to Friday	1:05 p.m. to 1:30 p.m. (parents of Junior Wing)
		2:35 p.m. to 3:00 p.m. (parents of Senior Wing)
	On working Saturdays	12:05 p.m. to 12:35 p.m. (Senior Wing)
Chat Sessions	On working Fridays and Saturdays only	Timings will be informed through SchoolPad (SchoolPad explained ahead)

6. DIVISION OF SECTIONS FROM KINDERGARTEN TO GRADE 10

The division of sections at CIS is not done with any notion of the good or bad performance of the students in mind. The sections in the school are named as **Alpha, Omega, Sigma and Beta** with no hierarchical system or iterative process in mind. The allotment of sections to the students is done in consultation with the teachers, administration and school psychologist in order to dismiss any type of performance hierarchy.

7. SCHOOL UNIFORM, BOOKS AND STATIONERY

At CIS, the school uniform seeks to:

1. create a sense of belonging amongst students
2. bring them together through a shared dress code
3. bring comfort to the students
4. maintain discipline in the school

7.1 Class Wise Categorisation Of Uniform

Class	Summer Uniform	Winter Uniform	Sports Uniform	School Shoes
	On Mondays, Tuesdays, Thursdays and Fridays	On Mondays, Tuesdays, Thursdays and Fridays	On Wednesdays	Daily
Nestling to Cygnets	Boys: Blue denim shorts with red T-shirt Red coloured Patkas for Sikh students	Boys: Blue denim pants with Red T-shirt/ Red sweater and blazer Red coloured Patkas for Sikh students Red coloured Cap, Red Gloves	Boys: White T-shirt & Black Lower Black Sweatshirt (for winters) White coloured Patkas for Sikh students White coloured Cap Black Gloves	Boys: Plain Black Shoes with Velcro (Running Shoes or Semi-Formal Shoes)
	Girls: Blue denim divided skirt with red T- shirt Red coloured Hair band/Ribbon	Girls: Blue denim pants with Red T- shirt/ Red Sweater and blazer Red coloured Hair band/Ribbon Red coloured Cap/Scarf, Red Gloves	Girls: White T-shirt & Black Lower Black Sweatshirt (for winters) White coloured Hair band/Ribbon White coloured Cap/Scarf, Black Gloves	Girls: Plain Black Shoes with Velcro (Running Shoes or Semi-Formal Shoes)

	On Monday, Wednesday, Thursday, Friday	On Monday, Wednesday, Thursday, Friday	On Tuesdays and Saturdays (House Uniform)	Daily
Grade 1 to 6	Boys: Blue denim Dungarees with sky blue T-shirt Sky blue coloured Patkas for Sikh students	Boys: Blue denim Dungarees/Pants with sky blue T-shirt/ Red Sweater and Blazer Sky blue coloured Patkas for Sikh students Sky blue coloured Cap, Sky blue Gloves	Boys: White T-shirt & Black Lower Black Sweatshirt (for winters) White coloured Patkas for Sikh students White coloured Cap Black Gloves	Boys: Plain Black Shoes with Laces (Running Shoes or Semi-Formal Shoes)
	Girls: Blue Denim Dungarees with sky blue T-shirt Sky blue coloured Hairband/Ribbon	Girls: Blue Denim Dungarees/Pants with sky blue T-shirt/ Red Sweater and Blazer Sky blue coloured Hairband/Ribbon Sky blue coloured Cap/Scarf, Sky blue Gloves	Girls: White T-shirt & Black Lower Black Sweatshirt (for winters) White coloured Hairband/Ribbon White coloured Cap/Scarf, Black Gloves	Girls: Plain Black Shoes with Laces (Running Shoes or Semi-Formal Shoes)
Grade 7 to 10	Boys: Navy Blue Shirt with a Tie, Grey Trousers and Waist Coat Navy Blue coloured Patkas for Sikh students	Boys: Navy Blue Shirt with a Tie, Grey Trousers and Waist Coat/ Grey Sweater and Blazer Navy Blue coloured Patkas for sikh students Navy Blue coloured Cap, Navy Blue Gloves (for winters)	Boys: White T-shirt & Black Lower Black Sweatshirt (for winters) White coloured Patkas for sikh students White coloured Cap Black Gloves (for winters)	Boys: Plain Black Shoes with Laces (Running Shoes or Semi-Formal Shoes)
	Girls: Navy Blue Shirt with Scarf, Grey Trousers and Waist Coat Navy Blue coloured Hairband/Ribbon	Girls: Navy Blue shirt with a Scarf, Grey Trousers, Waist Coat/ Grey Sweater and Blazer Navy Blue coloured Hairband/Ribbon Navy Blue coloured Cap/Scarf, Navy Blue Gloves (for winters)	Girls: White T-shirt & Black Lower Black Sweatshirt (for winters) White coloured Hairband/Ribbon White coloured Cap/Scarf Black Gloves (for winters)	Girls: Plain Black Shoes with Laces (Running Shoes or Semi-Formal Shoes)

Note: Please make sure that uniform is solid-coloured (plain) and does not contain any pattern.

7.2 Availability Of School Uniform And Stationery

Parents are free to purchase uniform, stationery and books from any vendor of their choice. The design of the uniform and list of books and stationery items is displayed on the school's website and on the school's notice board.

8. HOME-SCHOOL COMMUNICATION & INFORMATION MANAGEMENT SYSTEM

The following modes ensure efficiency in the school communication practices:

8.1 The Nervous System - "SchoolPad"

The school has implemented SchoolPad (school's online communication system) which allows management, teachers, parents and students to easily connect and communicate with the school. It also acts as a digital school diary for students and parents.

The school trains and gives hands-on experience to every parent/guardian on SchoolPad. This training is free of cost and happens in the school. The parents are given a user ID and password through which they can have access to daily activities of the school i.e. attendance, circulars, performance of the child, home learning programs, online report cards, appointment schedule with teachers, events, celebrations, interaction with the school and other activities. **The school will not be sending any paper-based circular/documents to the parents; all the information will be sent through SchoolPad. It is recommended for the parents to check SchoolPad daily and for that all the parents should have access to computer and internet connection. The parents can also download the SchoolPad's mobile application for quick updates.**

8.2 School Reception

Parents may call our Front Office Team on the School Telephone Number: +91- 72910-90935 in the case of emergency during school hours. The same query/problem must be shared on SchoolPad.

9. HEALTH, SAFETY AND SECURITY

The campus security at the school is undertaken by the security service which functions 24/7. For everyone's safety, the boundaries are patrolled regularly and all the external gates are manned. Each building inside the campus has its own security guard who regulates entries and exits. Parents may also read Frequently Asked Questions (FAQs) with respect to safety and security in school mentioned on the school website for specific concerns.

Following are some of the safety and health measures taken by the school:

9.1 VMS (Visitor Management System)

In order to ensure the safety and security of the students and making the most out of the school teaching hours, Visitor Management System has been adopted in the school. The parents and general visitors are allowed to enter the school as per schedule made by the school and only during the school visiting hours. Our Visitor Management System ensures smooth functioning of the school operations with ample productivity.

9.2 First Aid At School

CIS provides basic medical facilities to the students in case of need. The school has collaborated with renowned hospital to provide appropriate medical facilities to the students during school hours. Regular health check-up camps and counseling sessions are organized by professionally qualified doctors. Various workshops on health awareness for the faculty members and students are held in the school premises. Information regarding every check-up along with the health report of the child is uploaded on SchoolPad.

It should be noted that a history of illness of the child must be filled up in the medical consent form provided on the Orientation Day of the school for the new admissions. The class teacher, school administration and the school doctor should be regularly notified about any specific ailment the child is suffering from.

If the child is found ill or gets injured in the school, parents/guardians would be contacted by the school office to take their child with them.

Apart from this, the school has also made arrangement of first aid box on every floor in the co-coordinator's room. The medical room of Chitkara International School is well equipped to tackle any immediate situations.

Please note that the school is authorized to administer basic first aid once the student injury comes into the notice of the school.

A student suffering from contagious disease should not be sent to school till he/she fully recovers from it. Students suffering from diseases such as chicken pox, mumps and jaundice must observe the prescribed quarantine period as follows:

- i) **Chicken Pox**- till the scabs fall completely (minimum 21 days)
- ii) **Mumps**-until the swelling has gone (about one month)
- iii) **Jaundice**-six weeks

9.3 Student Insurance “Student Education Welfare Plan”

Chitkara Educational Trust attempts to ensure utmost security of its students, both within and outside the campus. For this reason, a noble insurance plan called '**Student Education Welfare Plan**' has been devised for the students of Chitkara International School with 24hrs and 365 days worldwide coverage. The parents are explained about the same on the Orientation Day of the school. **Please note that, this policy covers accidental cases only.** For further details, School Administration may be contacted.

9.4 Student Id Cards, Gate Pass, Biometrics and Bus Pass

Entry and exit of students is governed by school ID-Cards, Biometrics & Gate Pass procedure. Further, the parents are also issued a Bus Pass to ensure the supreme security of the students.

9.4.1 Student Identity Card

Student Identity Card is worn by the students in the school campus and during daily commute from home to school and vice versa. Students and parents are requested to take good care of these cards as these cards are an important part of the school security system.

Students are issued ID cards from the school only. The loss of a card should be reported immediately through SchoolPad or an application to the school administration. A new card will be issued and charged for Rs. 50/- per loss.

9.4.2 Gate pass

Gate pass is issued to the parents/guardians at the beginning of academic session to ensure the safe pick-up of the child. Without a gate pass, the parents/guardians cannot leave the school campus with the child. In case of loss of a gate pass, a new gate pass will be issued and charged for Rs. 50/- per loss.

9.4.2(a) Guidelines For Parents Who Will Pick /Drop The Child On Their Own

The parents/guardians, who will pick/drop the child on their own, are requested to follow the below-mentioned guidelines:

1. A GATE PASS will be issued to the parents/guardians who will take the responsibility of picking and dropping the child from and to the school on time. The parents/guardians or the one carrying the gate pass with prior approval from the parents/guardians and information to the school, will be allowed to pick-up the child from the school premises.
2. A student coming late to school has to submit his/her parent's written note duly signed stating the reason to the school administration.
3. If any other person apart from the parent/guardian comes to pick up the child from the school, the parent/guardian in that case needs to send a written note on SchoolPad.
4. Any parent/guardian, who wishes to take their child in between the school hours due to any emergency; must come in person to the school with prior information and is required to take a written permission from the Office of Administration.
5. Loss of gate pass must be reported to the school office immediately. A duplicate gate pass will be issued separately.

9.4.3 Biometrics

Biometric identification, an advanced security measure implemented at CIS, ensures a secure and efficient child pick-up process during dispersal. Parents and guardians are required to register their biometric data, such as fingerprints and facial recognition, to enhance the safety of students. This innovative technology adds an extra layer of protection, promoting a secure learning environment for all.

9.4.4 Bus Pass

Bus pass is issued to the parents/guardians whose ward(s) travel by bus. Without a bus pass, the parents/guardians cannot leave the school campus with the child (daily travels by bus). In case of loss of a bus pass, a new bus pass will be issued and charged for Rs. 50/- per loss.

10. SCHOOL TRANSPORTATION

10.1 General

Chitkara International School (CIS) has outsourced a fleet of buses to a private contractor that ply throughout Panchkula and the adjoining areas like Zirakpur, Derabassi, Dhakoli, Baltana, Peermuchala and Nada Sahib. The contractor of the transport system has been directed to ensure that all the buses are in order.

10.2 Provision of CCTV cameras and female attendants in school buses

The school has made a provision of CCTV cameras and female attendants in every school bus. A dedicated team monitors the activities of the school buses through the CCTV network.

11. SCHOOL RULES & REGULATIONS

11.1 General Rules

1. The school rules are applicable to all the students (from the time they enter the school).
2. Ignorance of school rules is strictly prohibited.
3. Any breach of rule or positive discipline shall be considered an offense.
4. The school follows English as a strict medium of instruction.
5. Students are themselves responsible for the safe custody of their books and belongings.
6. In case a student is found carrying a mobile phone or any other electronic item, the same will not be returned.
7. Magazines, novels and comics etc. should not be brought to the school.
8. Every class has a Class Leaving Permit, Medical Permit and Emergency Permit which allow the student to use the school facilities in general or in case of an emergency. The students are thus expected to use them as per their need.
9. Visitors and friends are not allowed to meet students during the school hours.
10. Parents should not visit the classroom of their children without permission.
11. All the students should show respect and sensitivity towards others by using appropriate language.
12. The school is strictly against corporal punishment. Incidents of indiscipline are dealt with care by all the faculty and staff members.
13. Students must maintain discipline at the main gate and while travelling in the school bus. They must listen to the driver, conductor, security guards, and other staff members.

11.2 Ragging

Ragging is strictly prohibited in the school.

11.3 Dress Code

Neat clothing, grooming and appearance remain a part of personal well-being. In this regard,

1. Students should keep their hair tidy in place;
2. hairstyles should not be inappropriate or hair shouldn't coloured;
3. girls with long hair must have it properly tied and plaited during the school hours;
4. boys' hair should be neatly cut and of proper length (should not touch the collar);
5. hair gel is not permitted for boys or girls;
6. fingernails should be neatly cut and clean;
7. girls may wear small earrings but bangles, necklaces, chains and rings should not be worn during school hours;
8. no body piercing is allowed;

11.4 Attendance/Leave

1. Attendance of 75% of the total number of working days of the school in an academic year is compulsory.
2. Parents are requested to send the leave request form online to the class teacher for seeking approval of the leave for the child.
3. If a student remains absent for six consecutive days without informing the school authority, his/her name shall be struck off from the school rolls and the student may be readmitted only at the discretion of the Principal. The readmission fee will be charged as per the school rules.
4. In order to apply for a leave, parents must fill the leave request form available on SchoolPad.
5. In case of an unexpected medical illness, parents must send a message to the class teacher on the same day intimating him/her of the same.
6. In order to avail for medical leave, a medical certificate issued by the registered medical practitioner must be submitted to the school.

11.5 Information Technology and Internet Policy

Students are encouraged to make the best use of technological facilities provided by the school for educational purposes. The students are required to use the desktops responsibly and according to the cyber laws framed by the Government of India. To be precise, this implies that:

1. students should not attempt to enter any areas of the system, or interfere with any of the areas of the system without prior authorization;

2. students should not visit or download material from unsuitable sites or pass on such material to other students;
3. students should not bring any form of material for use on computers that is unsuitable or objectionable according to the school.

11.6 Prohibition of Mobile Phones and Other Gadgets

Mobile phones, smart watches and other gadgets are strictly not allowed inside the school premises for the school students. If any mobile phone, smart watch or any other gadget etc. is found during a surprise check, it will be confiscated and will not be returned at all.

11.7 Library “The Knowledge Nook” Rules

11.7.1 Issuance and Circulation of Books

- The issuance of books by the school library viz. The Knowledge Nook shall be done for the students of Grade 3 and above.
- The books issued by the school library must be returned to it within 7 days from the date of Issue. In this regard, the students would be duly informed about the due date for the return of the book at the time of issuance itself.
- Additionally, the information regarding the issue and due date for the return of book shall be intimated by the school to the parents via SchoolPad and through an e-mail/SMS on the registered mobile number.
- Students/ Members are allowed to get only 2 books issued at a time. No additional books or resources shall be issued further until the previously issued books are returned to the library.
- In case of students with overdue library books, no books or resources shall be further issued to them until the overdue resources are returned.

11.7.2 Overdue Policy

- In case of a delay in the return of issued books, a sum of Rs. 2/- per book per day shall be charged as the overdue fine till the time the student/member returns the original book or replaces the book (if lost) with the new copy.
- In case of a delay in the return of the issued books due to unforeseen circumstances, parents are required to communicate the same to the school administration without delay.

11.7.3 Return Policy

- Students/Parents must ensure that the books are returned within the specified time limit to the school librarian only. It is also to be noted that no book returns shall be confirmed or considered without the clear acknowledgement of the concerned school librarian.

11.7.4 Loss or Damage

- Students/Members are expected to carefully check the book being sought for issuance for any discrepancy before the issue and intimate the same to the librarian, so it may be addressed promptly.

- Marking the issued library books with pen/pencils/highlighters is strictly prohibited. Importantly, tearing of pages or defacing of the book shall be viewed seriously and considered as a deliberate damage to the library resources. In this regard, the students/ members would be required to replace the damaged resources with new copies.
- In case of the loss of a library book, the student/ member shall be required to replace the book so lost with another latest copy of the same book in addition to the overdue fine as mentioned above.
- In case the book so lost cannot be replaced, an amount equal to current market price of the book is to be paid along with the overdue charges.
- Students/ Members are advised not to exchange or hand over the books to their peers or any unauthorized person(s). It is to be noted that in any case of loss or damage to the borrowed books, the original borrower shall be held responsible.

11.7.5 Re-issue of Books

- Students/Members can get a library book re-issued on or before the due date at the school library. Notably, the re-issue of the book shall only be deemed valid when the said resource is submitted or presented to the librarian in person. Moreover, overdue books will not be considered for re-issuance.
- No library resources or books shall be re-issued to any student/ member for more than 2 times consecutively.

11.7.6 Membership Fees

- In case a parent/grandparent wishes to become the member of the school library, they are required to fill out and submit a library membership form at the school. The same is being made available at the school's Front Office.
- In this regard, a membership fee of Rs. 150 shall be charged by the school from the stakeholders seeking to be members of the library. The membership so acquired shall remain valid for the entire session in which it has been sought.

11.8 Educational and Industrial Visits

Our educational visits promote personal, social and emotional development, standing them in good stead to make smooth and trouble-free transitions, whether from Primary to Secondary school, or between later key stages. This fulfils the educational mission set out by the school.

Apart from this, CIS is continuously working on bridging the gap between academia and the industry. Industrial Visit is a significant part of our course, during which students visit companies, educational institutions and get insight regarding the internal working environment of an institution. These visits undoubtedly form an indispensable part of our teaching practice and are organized solely with the consent of the parents through online consent forms. Without the consent form, the students will not be allowed for the Educational/Industrial visit. Thus parents are requested to fill the consent form well on time.

11.9 Birthday Celebrations

The school encourages simple birthday celebration among students. The school allows distribution of maximum 2 toffees to the students. Parents should not send any expensive goodies with the child. Any goodies sent by the parent for the distribution purposes on birthdays, etc. shall not be allowed and no requests in this regard shall be entertained.

It should be noted that the school disallows students to be dressed in casual attire on their birthdays after Grade 6.

12. LOCKER FACILITY (Grade 3 to 10)

The school provides locker facility to each and every child from Grade 3 to 10 so that the child does not need to carry heavy bag daily. Some of the locker related guidelines and information are reflected below:

1. All the lockers and its associated keys are the property of Chitkara International School.
2. From Grade 3 onwards, each student is provided a locker and they are issued two keys (one for the parent and one for the child).
3. The keys are given to each students per locker once at the commencement of the session.
4. In the case of loss of the key, the parent is required to bear the cost of the new lock key. They may contact the school administration through SchoolPad or at the school reception in this regard.
5. The student needs to hand over the locker keys to the class teacher at the end of the session, failing which, the parent has to bear the cost of the new locker.
6. The student must submit BOTH the keys to the school. Only a single key shall not be accepted.

Note: From Kindergarten to Grade 2, the student's materials are kept in the cubbies, which remain under the control of the teachers.

13. PROCEDURE FOR LOST AND FOUND ARTICLES & ITEMS IN THE SCHOOL

The procedure for lost and found items has been devised to handle lost and found articles judiciously. By lost property, we mean, any unattended, abandoned, misplaced, or forgotten item - which is found within/inside the premises/boundaries of the school.

13.1 Key Points:

1. Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices (which are allowed), pencil/pen pouches, compass boxes, water bottles etc.
2. All lost items will be kept in the "Lost and Found" area.
3. Students may check the Lost and Found area for any missing items. Parents may also check for missing items in the area, but with prior appointment.
4. Any cash or jewellery found will be submitted to the Office of Administration which can be later retrieved by the claimant on providing supporting evidence.

5. Unclaimed items will be handed over to the Office of Administration at the end of every month.
6. School shall not be held responsible or liable for any losses in this regard. Children are expected to take care of their own belongings at all times or keep them in safely the locker.

13.2 Procedure related to Unclaimed Articles:

All lost items received are held for a period of 60 (sixty) days. They are entered into the School's Lost and Found Log with a brief description of the item and the date and location of where it was found. Thereafter, the following procedure is followed for the unclaimed articles:

1. Clothing and books shall be donated to a charitable institution;
2. Miscellaneous items shall be donated or discarded as determined by the Office of Infrastructure.
3. If a member or student of Chitkara International School has lost an item, they are asked to contact the Facilities Department in order to enter their lost article in the School's Lost and Found Log.

14. CURRICULUM OVERVIEW

Chitkara International School is affiliated to C.B.S.E. (Central Board of Secondary Education) and functions keeping in view National Education Policy 2020 (NEP 2020), National Curriculum Framework for Foundational Stage (NCFFS 2022), Sustainable Development Goals (SDGs), National Credit Framework (NCrF), NIPUN Bharat Mission, and SAFAL. The school follows NCERT from Grade 6 onwards and incorporates all the necessary implications given by the Education Board. The school shares the feedback of the same with the parents through Holistic Progress Cards (Assessment Booklets) and other types of online assessments with varying formats and displays.

Further, Career Trajectories also form an integral part of students' learning curve at Chitkara International School. These trajectories are thoughtfully crafted, considering individual strengths and aspirations, often guided by aptitude tests, and aligned with the SAFAL approach, ensuring a personalized and well-informed approach to students' future paths.

14.1 Curriculum Framework

The curriculum framework includes the teaching, learning, and the assessment framework that includes technology at every level, keeping in mind the needs of this generation of learners. Here, both scholastic and the co-scholastic areas of learning are entailed and factored in at varying levels.

14.2 Homework

Homework in CIS is a significant part of learning and is spread as per varying levels depending on the need of reinforcement at home. Our objective is to keep the homework

comprehensive and engaging for the child according to varying levels so that it induces learning with fun. The students are never over-burdened because we cater to different ways when it comes to providing homework.

The process of giving home work starts from **Grade 3** onwards. From **Nestling to Grade 2**, the homework is not compulsory in nature as per the norms of **Central Board of Secondary Education (CBSE)**. A lot of home assignments are regularly uploaded on SchoolPad for more practice at home.

Our vision, objective and motive of giving homework is shared with parents on the Orientation Day of the school.

15. REPORTING AND ASSESSMENT

In order to keep the parents well informed with the child's performance, reporting serves as a useful medium. Through regular and prompt reporting of the child's performance in every aspect, the parents can track his/her child's productivity in the school. The school provides with multiple ways of feedback through regular PTMs, SPOC (Sole Point of Contact) sessions, chat sessions and orientation sessions with the Core Team, Office of Principal and Vice Principal and Office of Director and Associate Director.

15.1 Conduct Of Exams & Rules

Examinations are deemed to be significant tools of learning rather than testing at Chitkara. The school covers various formats of examinations so as to prepare students with a better tomorrow. Stretching from Open Book Revision and Revision through Teaching (RTT) to Term Exams, all come under the umbrella of learning through exams at Chitkara. Thus, it is important for the students to appear for the exams as they promote "Assessment for Learning". In the case of any medical emergency, a leave application with other necessary documentations and evidences (if required) should be submitted to the school.

15.2 Feedback

Feedback is an important part of the learning process at Chitkara and the same is shared with parents from time to time through the following:

15.2.1 Chat Sessions (Kindergarten Meetings)

These are done on one-to-one basis and happen frequently along with the entire team.

15.2.2 Parent-Teacher Meeting (PTM)

Formal PTM happens time to time for all the grades.

15.2.3 SPOC Sessions

SPOC is a joint hand holding of the child from both the ends together (i.e. School and Home). Hence, the Home SPOC and School SPOC work together on the child for his/her improvement and hold a joint responsibility in the areas of academics. Parents are requested to nominate a Home SPOC (the person who

will coordinate with the school on the academic front). Thereafter, the child will be assigned a school SPOC as a custodian of his/her studies from the school's side.

15.3 Daily Academic Track and Weekly Co-curricular Track

In order to process, coordinate, and monitor daily academics and weekly squad activities being conducted in the school, the school regularly shares Daily Academic Track and Weekly Co-curricular Track with the parents via SchoolPad. The Academic Track is inclusive of lessons being done in the class along with Home Assignments (if any). This practice provides an opportunity to the parents and school to run everything smoothly and efficiently.

15.4 Assessment

The school carefully guides and monitors each and every step taken by its students. In this regard, assessments play an important part. These assessments cover every aspect, from medical to sports and academics. CIS timely shares Online Medical Reports, Bi-Monthly Planner Performances and Discipline Tracks via SchoolPad.

The school shares online medical reports with parents. The Online Medical Reports are provided to the parents after in-depth and proper check-up of the child by our expert and professional doctors. The reports do not cover any one area but include health concerns, observations, and dietary needs (if any). These online medical reports stretch from pediatrics report, to dental report, hearing report, skin report, eye report and growth report along with specific observations with room for improvement.

In the field of sports, the school exercises skill-based assessment. Apart from this, the school also shares Bi-Monthly Planner Performance through Stars and Traffic Lights (Green = Excellent, Yellow = Good, Red = Needs Improvement). The evaluations/assessments are wholly based on the child's performance over the period of specified time.

The Discipline Track gives an overview of the child's behavior in school, with peers and teachers. In this regard and if need arises, regular counselling sessions are taken up by school counsellors with timely reporting to the parents.

16. CO-CURRICULAR AT SCHOOL

CIS aims at the holistic development of its students. Thus, we not only provide quality education but also offer the most interesting and out-of-the-box activities for students to acknowledge their hidden talents and for us to provide the right exposure and platform to that talent. We lay due emphasis on different activities by encouraging student active participation in various social, athletic and artistic clubs and societies. We guide students to discover and create their own understanding of various concepts.

Break-Free Days (On Working Saturdays - From Grade 1 to Grade10)

The objective of Break free days is to develop a wide variety of skills in the students. These days are dedicated to Co-curricular Squads (explained under School's Co-curriculars). We have various Squads duly integrated into the curriculum and run simultaneously on every working Saturday for Senior Wing, and on every working Monday (for one period) in Kindergarten. The school gives an opportunity to the students to opt for their choice of squad from grade 1 till grade 10. Activities beyond academics are majorly covered on break-free days. Also, Change the Game sessions (CTGs), school's Academia Industry Interface is conducted on break-free days which help our students to engage into experiential learning.

The school invites resource persons/industry experts from outside, who act as guides/facilitators to these students. Students interact with these people who specially come to deliver expert talks and connect students to the real world outside.

16.1 Co-Curricular framework

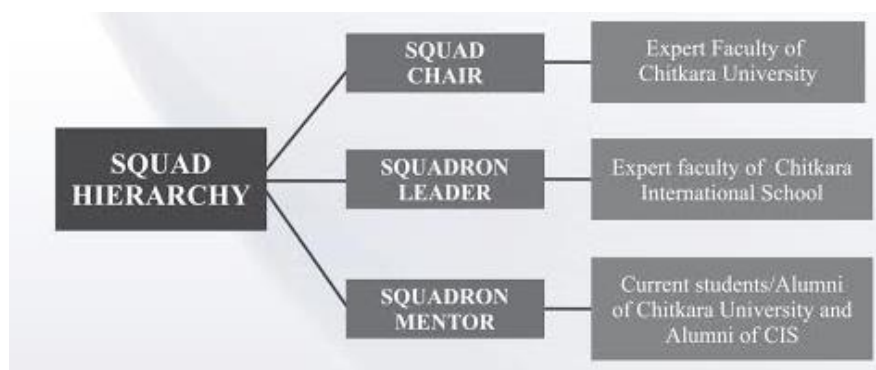
Our Co-Curricular framework is broadly divided into three spectrums;

1. Co-curricular Planner and Squad Planner
2. Co-curricular Squads
3. CBSE Clubs

16.1.1 Co-curricular Planner and Squad Planner - Through Co-curricular and Squad planners, we sustain an integrated multidisciplinary environment that facilitates excellence in research and creative activities. The objective of the Co-curricular Planners is to focus on developing and inculcating saving habits, language proficiency, positive thinking, being organized, basic auto skills and art of conversation in students. On the other hand, the objective of Squad Planner is to impart vocational-based knowledge through engaging squad activities.

16.1.2 Co-Curricular Squads- The Co-Curricular Squads aim at giving the students a chance to provide right direction to their talent and interest with the help of a guide/facilitator. We have eleven squads in all.

The Squad Hierarchy



1. Big Bang (Science Squad)
2. Movers & Shakers (Dance Squad)
3. Palette (Art and Craft Squad)

4. Rasa (Theatre Squad)
5. Techplore (Technology Squad)
6. Orator (Creative and Communication Squad)
7. Mastermind (Quiz Squad)
8. Dhvani (Music Squad)
9. Hospitality and Grooming Squad
10. Rocksteady (Sports Squad)
11. The Scrap Craft Squad (Craft Squad) – From Grade 6 onwards

16.1.3 C.B.S.E Clubs- The school actively runs six C.B.S.E Skill Clubs wherein each student chooses any two skills and he/she is assessed on the level of participation and achievement.

The 4 clubs where recreational activity is clubbed with pedagogical learning are:

1. Literary and Creative Skills Club
2. Scientific Skills Club
3. Information and Communication Technology (ICT) Club
4. Organizational and Leadership Skills Club

Besides this the school has two other Skill Clubs in which it is mandatory for the students to participate. These clubs include:

1. Yuva Tourism Club
2. Eco Club

16.2 School Cabinet

CIS also promotes leadership of all styles and nature. On an elevated level, we give students an opportunity to become Head Boy, Head Girl, Joint Secretary, Assistant Joint Secretary and Student Event Coordinator. We also allow potential students to experience being a CEO or manager of the four houses i.e. **Steel Talkers, Brass Sounders, Zinc Thinkers and Copper Stoppers.**

17. INTERNATIONAL CONNECT

With a prospect of sharing and seeking optimal, efficient and functional ideas across the globe, CIS is indulged into various international programs and sessions for its students. With International Connect, CIS ensures that the students are exposed in a way which would be beneficial for them in the global environment.

CIS encourages students to participate in several Model United Nations (MUN) conferences nationally and internationally. It is an academic simulation of the United Nations that aims to educate participant's civic and current affairs, effective communication, global issues and multilateral diplomacy. Apart from this, the school is also engaged in various School Immersion Programs. Students of CIS have visited various countries like Switzerland, London etc. These cultural and academic exchange programs serve as a learning basis for our students in a fruitful way.

Chitkara International School's grooming framework prepares the students to showcase their skills confidently and excel at international levels. Our students participate regularly in major international competitions ranging from representing India at the Asian Games in the sport of Fencing, winning the Google Proto Hack competition by building a strong strategic business model and presenting it, participating in

International Youth Fellowship (IYF) World Camp to represent India at Stanford University and Boston University Model United Nations Conference, USA.

Our faculty use collaborative learning for each and every developing bud across the globe together to impact learning in a pragmatic fashion. We successfully use technology tools like Webinars, Skype sessions, and online courses in order to connect and give exposure to superlative minds across the globe. Online courses offer students the opportunity to participate in class discussions with more ease than face-to-face class sessions. The school indulges into topic wise revised sessions and programs which functions in collaboration with various universities and schools. Contemporary experts from varied fields allocate their prospects and ideas through several Skype sessions and webinars in a fruitful way. As students learn to navigate between different learning management systems (LMS) and programs they develop/enhance various computer skills. These skills translate to varied professions, including creating and sharing documents, incorporating audio/video materials into assignments, completing online training sessions, etc.

In an increasingly global economy you need the skills and confidence to be able to work across the world. The Teach in India initiative of Chitkara International School prepares the students for a career that has no geographical boundaries. The aspiring student teachers from Vancouver Island University, Canada, Macquarie University, Australia and international student teachers of Chitkara College of Education do their internships at our campus and demonstrate the international and multi-cultural focus of our academic program. Studying at Chitkara ensures that the students are exposed to the way of thinking that is essential for success in today's global environment.

Chitkara International School is the designated Indian partner to the University of Delaware, U.S.A as their Pitch Event Host for Diamond Challenge. The Diamond Challenge was created in 2012 to empower the next generation through entrepreneurship. It is the world's premier entrepreneurship competition for rising teen stars and innovators and offers a \$100,000 award pool each year, that student winner may use to either fund their venture or as scholarships. Diamond Challenge has had more than 7,000 students from 40+ countries participate since 2013.

In its endeavour to enable students towards a career of the future, Chitkara International School in association with Deakin University, Australia hosts series of experiential studios in new study areas with a focus on international career opportunities every year for High school students of the region. These experiential studios are conducted by subject experts from Deakin University, Australia.

Chitkara International School has associated with IDP and British Council in order to encourage intercultural educational programmes. Besides this, the school has also collaborated with Amerigo, a tech-enabled platform giving students access to unique global opportunities and top-tier institutions that prepares them for global success.

More so, the school also hosts Global Week which aims at raising students who are "locally oriented and globally competent, culturally aware and ready to contribute to world knowledge and discovery." Chitkara International School, through such events, persistently works to create an environment where students can enhance their prospects for thriving both as global citizens and as professionals by globalising their education.

18. EVENTS AT CHITKARA INTERNATIONAL SCHOOL

Various international events are held at Chitkara International School. Through these events, the school tries to give an unprecedented experience to its students. Every possible effort is made by the school to help students learn something from these events. The information regarding every event is provided to the parents via SchoolPad. Participation in the event or competition is entirely optional. The expenses incurred upon participation in any event or competition is paid by the students.

A sample of consent form for any event/competition is attached under Annexure No. 3.

19. STUDENT ACHIEVEMENTS ON SOCIAL MEDIA

As an institution dedicated to cultivating a supportive and celebratory atmosphere for its students, the school takes great pride in showcasing the accomplishments, event captures, and social community activities of the students through its official social media platforms. Through these publications, the school aims to accentuate the commitment and diligence exhibited by its students, thereby fostering a culture of excellence and encouragement within the school community.

In disseminating these instances of success, the objective is to serve as a source of inspiration and motivation for all students, encouraging them to attain their utmost potential, while concurrently fostering a sense of pride and cohesion among parents, students, and staff. It is imperative to underscore that all disseminated photographs adhere rigorously to the school's stringent guidelines concerning student privacy and dignity.

Therefore, the school anticipates parents to actively contribute to the positive ambiance of the school's online presence by supporting this initiative.

20. FEE CYCLE AND PROCEDURE

AVAILABLE MODES OF PAYMENT

The fee can be paid through both Online & Offline modes as per the convenience of the parents.

1. Online Payment: The fee can be paid online through SchoolPad login by using Debit Card/Credit card/Net Banking or UPI payment gateways like Google Pay, Paytm, PhonePe, Paypal etc. Please note that the online transaction fee/charges (charged by the payment gateway) will be borne by the parents on fee payment through this mode.

1.1 Steps for online payment through Debit Card/Credit Card/Net Banking:

1. Select the option of Fee payment (under Links head) available on SchoolPad.
2. Click on Fee Due and then the "Pay Now" option.
3. Select the payment mode- Debit Card/Credit Card/Net Banking.
4. Fill the required details and proceed to make the payment.

1.2 Steps for online payment UPI

1. Select the option of Fee payment (under Links head) available on SchoolPad.
2. Click on Fee Due and then the "Pay Now" option.
3. Select the payment mode- UPI.
4. Choose the option of "QR Code".

5. Click on “Proceed Now” to get the QR Code and the payment can be done by scanning the QR Code.
2. **Offline Payment:** The fee can also be paid through Cash/Cheque/Demand Draft/NEFT/RTGS through banking channel ONLY, by generating a Payment challan through SchoolPad.

2.1 Steps to create a payment challan:

1. Select the option of Fee payment (under Links head) available on SchoolPad.
2. Click on Pay Now option.
3. Select the payment mode –Cash/NEFT/RTGS.
4. Create a Challan by clicking on the Create Challan tab.
5. **For cash payments:**

Parents may take the print of the generated **Cash challan** and present it at the following designated Branch of ICICI Bank:

SCO 115, Sector 25, Panchkula Extension, Panchkula, Haryana

6. **For payments through NEFT/RTGS:**

Parents may take the print of the generated NEFT/RTGS Challan and pay the fee in any bank in which they have their Bank Account.

FEE CYCLE AND INSTRUCTIONS FOR PARENTS:

1. The fee must be paid quarterly only.
2. Parents are required to adhere to the below-mentioned fee cycle only.

Quarter	To be paid between
1 st Quarter (April-June)	1st to 10th April 2024
2 nd Quarter (July-Sept)	1st to 10th July2024
3 rd Quarter (Oct-Dec)	1st to 10th Oct 2024
4 th Quarter (Jan-March)	1st to 10th Jan 2025

Please Note: The fee is to be paid between 1st to 10th of each applicable quarter. Late fees will be applicable thereafter.

3. Late Fees:

- * From 11th to 15th (of the month in which the fee is due) Rs.100/-
- * From 16th to 20th (of the month in which the fee is due) Rs.200/-
- * From 21st to 30th/31st (of the month in which the fee is due) Rs.500/-

4. If the fee is not paid by the 30th/31st of the month in which it is due along with late fee, the name of the student will be struck off the rolls and the student will not be

allowed to attend the classes. Re-admission procedure will have to be followed again, if the parent/ guardian intends to keep the child in the school.

5. Fee once paid will not be refunded.

21. WITHDRAWAL PROCESS

The parent who wishes to withdraw the child from the school needs to do the following:

1. Fill in the Withdrawal Form (Annexure – I) one month in advance of the next quarter (else the fee for the forthcoming quarter shall be charged).
2. Get fee, library and other clearances by filling the NO DUES UNDERTAKING (Annexure- 2) and getting it signed by the school administration.
3. Apply for the Transfer or a School Leaving Certificate and other required school documents.
4. Apply for the Refund of Caution Money (Security Deposit) only upon the production of the first receipt (issued at the time of admission) within a period of three months from the withdrawal of the student from the school.
5. The maximum time for the money to be refunded would be 3 months from the date of applying for the refund of Caution Money.
6. No-Dues Form has to be filled by the student, getting clearance from all the departments before final withdrawal.
7. Transfer Certificate will only be issued on the clearance of all school dues. Transfer Certificate will be issued within a week's time.
8. Duplicate T.C./Report Card/Certificate etc. will be issued on payment as per school rules.

22. CHITKARA INTERNATIONAL SCHOOL'S ALUMNI NETWORK (CISAN)

Through Chitkara International School's Alumni Network (CISAN), we wish to encourage and foster lifelong participation, involvement and commitment of CIS alumni, whom we regard as vital stakeholders in the advancement of the school.

Through CISAN, we enable our alumni to stay connected, make connections, enhance relationships, promote shadowing and avail campus services. We hope to walk hand in hand with them for the vital support and development of Chitkara.

To be a part of CISAN community-

1. The students can visit the school website and take a tour of the alumni page. They can register themselves by filling the registration form available on the page.
2. For further enquiries and assistance, the parents or students can send an email to alumni@chitkaraschool.in.
3. The parents and students can also like CISAN's facebook page <https://www.facebook.com/CISAlumniNetwork/> to keep themselves updated with all the happenings and activities.
4. The students can log in to the school's Alumni portal i.e. alma circle using the given login page – <https://Cisan.AlmaCircle.com>

23. STAY CONNECTED

For evidences of learning happening at school, stakeholder may stay virtually connected through following platforms:

- **Facebook:** [Facebook.com/ChitkaraSchoolPkl](https://www.facebook.com/ChitkaraSchoolPkl)
- **Instagram:** [@chitkaraschool](https://www.instagram.com/chitkaraschool)
- **Twitter:** [@chitkara_school](https://twitter.com/chitkara_school)
- **Youtube:** www.youtube.com/chitkaraschoolin
- **Linkedin:** <https://www.linkedin.com/company/chitkara-international-school>

For information about internal activities visit SchoolPad:

<https://www.cis.schoolpad.in>

24. ATTACHMENTS AND ANNEXURES

All the following attachments and annexures are part of this handbook.

- Annexure 1 - Withdrawal Form
- Annexure 2 - No Dues Form
- Annexure 3 - Consent Form

Parents must sign and submit the forms on requirement.

25. EPILOGUE

This handbook is for information purpose only. The purpose of this procedural handbook is to provide parents with a working guide to understand the day-to-day procedures and practices of the school. It is designed to provide parents with a general description of school's procedures, programs and students benefits. We hope that it helps describe the positive, engaging environment that the school is endeavouring to provide to its students. It is at the sole discretion of the school to frame, change, or revise the procedures and policies mentioned in this Procedural Handbook from time to time.

Annexure 1

Sub: Withdrawal

Student Name: _____ ID No.: _____ Grade: _____

I wish to request withdrawal of my aforesaid ward from Chitkara International School for the reasons described below. My ward would discontinue attending the school from _____. I request you to kindly process the withdrawal in accordance to the school rules as printed in the Policy Manual. I undertake to settle pending accounts of my ward and request the school to issue the Transfer Certificate upon my doing

so.

Reasons for withdrawal: _____

(Parent's/Guardian's Signature)

(Name)

(Relationship)

Chitkara International School values your relationship with the school and wishes to use your experiences, observations and suggestions for betterment of the institution. We request you to kindly write few words in the below mentioned space.

For Official Use

Received By: _____ Date: _____

Annexure 2

No Dues Form

Name of the Student (in Capital Letter)		Correspondence Address	
Class and Section		Mobile No.	
Roll Number		Year of Joining	
Registration Number		Year of Leaving	
Father Name		Mother Name	

Name of the Office	Authorized Name	Dues (If any)	Remarks	Signature
Office of Accounts				
Office of Transport				
Office of Sports				
Office of Library Sciences				
Office of Infra				
Office of Academics (class teacher, lockers)				
Office of IT				
Science Lab				
Discipline Team				
Office of Administration				

For Office Use:

I.....(Administrative Head) ensure that no dues are pending for(student name).....(grade) from all the offices as on.....(date) and all the exit formalities have been done.

Attachments (with details)..... Signature.....

Self Declaration:

I student of of Chitkara International School, Certify that my above mentioned dues are Cleared/Pending.

Date:

Signature of student:

No Dues Undertaking

1. This is to hereby certify that the clearance formalities of my ward Master/Miss _____ ID No. _____ on account of his/her passing out/ withdrawal from Chitkara International School are fully complete.
2. All Dues / refunds pertaining to my ward have been fully settled and there is a provisional amount of _____ to be refunded on his account. This amount is subject to final reconciliation and further expenses that may be incurred by the School on my ward's behalf.
3. I further declare that besides this amount there is no pendency, financial or otherwise, on any account with Chitkara International School.
4. I also declare that I am the legal and authorized person to collect the refund pertaining to _____

Student's Name: Master/Miss _____

Parent's/Guardian's Name & Signature: _____

Relationship with Student: _____

Annexure 3

Consent Form for Competitions & Events

Various events are held at Chitkara International School. Through these events, the school tries to give an unprecedented experience to its students. Every possible effort is made by the school to help students learn something from these events. The information regarding every event is provided to the parents via SchoolPad. Participation in the event or competition is entirely optional. The expenses incurred upon participation in any event or competition will be paid by the students.

Consent Form

I hereby give consent for my ward, Name _____, Class _____ On the above information and undertake to pay the expenses incurred upon the participation of my ward in any event or competition.

Date:

Parent's/Guardian's Signature

Explore Your Potential



CHITKARA
INTERNATIONAL
SCHOOL
Panchkula

CHITKARA INTERNATIONAL SCHOOL
Sector 28 Panchkula, Haryana 134108
www.chitkaraschool.in



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